



Using ILL services

- 1 You can order photocopies of literature, and books from off-campus libraries
- 2 You can visit off-campus libraries and use materials

How to order photocopies of literature from off-campus library

Where can you order them?

Public and private university libraries, public libraries and the National Diet Library etc..

How much?

You have to pay the cost of a copy and postage fees. Copying fees varies according to each library. On average, black-and-white copy costs 40 yen per sheet and colored copy costs 100 yen per sheet.

How long does it take to get photocopies of literature?

It takes about a week. If all goes smoothly, you can get in a few days. On the other hand, you need more time in cases where, for example, we have to contact with applicants in the process, or we have difficulties to find the appropriate library to ask.

Who find the appropriate library to ask?

Library staff members find it and choose the most suitable library.

How to apply?

★ Applying on the website

If you register on the website once, you can apply on the internet.

★ Submitting "a photocopy application form" at the reference desk

You can get an application at the reference desk in each university library.

Where to receive the copy?

Library staff members e-mail you about the cost of photocopying and postage fees when the copy arrives. Then, please come to the reference desk in each university library.

Notes on application

Make sure that the literature you need is not owned by the University of Tsukuba Library before you apply. You can apply to a literature one by one.

Ordering books

How much?

You are responsible for round-trip postage of the case(it is about 1000 yen ~ 1500 yen).

How long does it take?

It takes about a week. If all goes smoothly, you take a few days to get it. On the other hand, you need more when, for example, we have to contact with applicants in the process, or it is difficult to find the appropriate library to ask.

How long can we borrow the book?

It depends on each library which owns the books. Less than three weeks long, sometimes only a few days.

The terms and conditions?

There may be a case where the use of the book is limited, depending on libraries supplying the service. You may use the book you borrow only within the library of the University of Tsukuba, or you may be restricted to the range of copying. Staff members will explain it when you use ILL services.

How to apply?

★ Applying on the website

If you register on the website once, you can apply on the internet.

★ Submitting "a photocopy application form" at the reference desk

You can get an application at the reference desk in each university library.

Where to receive the books?

Library staff members e-mail you about the cost of photocopying and postage fees when the copy arrives. Then, please come to the reference desk in each university library. After you finish using the book, return it at the reference desk.

To order materials from libraries abroad

If there are not materials you want to borrow in Japan, you can order it from libraries abroad. In this case, it may require good amount of time and cost more money.

Visiting the off-campus library directly and using materials

You can visit the off-campus library and can use the material which those libraries hold. In many cases, you need pre-inquiry through the library of the University of Tsukuba, or a letter of introduction issued by this university.

※caution

Note that it takes a few days or a week to exchange information.

How to issue a letter of introduction

- ① You come to the reference desks and tell library staff members when and what materials you want to use.
- ② Library staff members make inquiries whether the material is available or not.
- ③ If it is available, library staff members ask you to come to the reference desk again and prepare a letter of introduction.

Copyright Law

■ You can photocopy the materials in a library under the range of copyright law, materials from off-campus library as well.

■ the copy range should be just a part of published writing, not all of it (with the case of a writing in journals, it is allowed to copy the whole writing, however under the condition that next issue has already published or it has passed three months since it published.)

■ Only a set of copy per a person

■ Only for academic purpose of the person who copy it

■ Whether with fee or without, re-copying and distribution are banned

■ Please fill with the Application form when you copy in order to check that you meet the condition of copying.